

Job Title: Managed Care Division Director, Intellectual and Developmental Disability Services, TennCare Division of Long Term Services and Supports - Quality, Accountability & Innovation Unit

Overview of Role: Under supervision of the Director of Intellectual and Developmental Disability (I/DD) Programs and Services within the LTSS Quality, Accountability & Innovation Unit, an employee in this position will serve as Program Director for Intellectual and Developmental Disability Programs and Services. (State Classification is a Managed Care Division Director)

The Long-Term Services & Supports, Division of TennCare, offers long-term services and supports to individuals enrolled in TennCare. Tennessee's programs and services for people with intellectual disabilities include three Section 1915(c) HCBS waiver programs and Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IIDs). TennCare's Division of LTSS provides long-term care services for individuals with intellectual disabilities in two different types of settings through Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID) or through home and community-based settings. Home and Community-Based Services (HCBS) are alternatives to institutional care. HCBS are provided through three 1915(c) waiver programs approved by the federal government. TennCare's Division of LTSS is responsible for the waiver programs. The Department of Intellectual and Developmental Disabilities (DIDD) is the state agency contracted by TennCare to operate the waiver programs.

The successful candidate will be responsible for managing and directing LTSS Intellectual and Developmental Disability Programs and Services and associated contracts and grants. The I/DD Program Director will work under the direction of the Director of Intellectual and Developmental Disability Programs and Services to set the vision and priorities for the program and shape policy and practice. The I/DD Program Director will work with the Director of Systems Transformation to support ongoing system transformation efforts to align with person-centered practices and to support the achievement of employment and other quality of life outcomes for persons with I/DD served in the program.

The I/DD Program Director will work closely with Division leadership and system partners, including the Department of Intellectual and Developmental Disabilities (DIDD), contracted Managed Care Organizations (MCOs), the Tennessee Community Organizations (TNCO) and other HCBS providers, advocacy partners, persons served and their families to help inform and guide program direction and improvements. Day-to-day responsibilities will include oversight of DIDD and related contracts.

Primary Roles and Responsibilities:

- Responsible for Contractor Monitoring of the Department of Intellectual and Developmental Disabilities.
- Responsible for the successful operation of the State's three (3) 1915 (c) waivers operated by the Department of Intellectual and Developmental Disabilities (DIDD).
- Responsible for drafting, finalizing and posting 1915(c) waiver renewals and amendments and review and submission of all CMS reports associated with the 1915(c) waivers.
- Responsible for compliance with all of the Special Terms and Conditions issued by CMS for the TennCare demonstration and with requirements pertaining to Section 1915(c) waivers.
- Responsible for the operation of the State's contract with Volunteer State Health Plan (VSHP) for the SelectCommunity plan.
- Review and approve DIDD Provider Manual and DIDD policies submitted to TennCare.

- Responsible for LTSS contracts (DIDD and Select Community); updating, renewal and regularly monitored for compliance throughout the year.
- Ensure effective and timely use of available data to evaluate the ICF/IID program, the 1915c Waiver program, and the Select Community program, and to provide reports on the programs to external stakeholders, CMS, elected officials, etc. and to guide needed improvements.
- Conduct regular review of program rules and regulations and make recommendations for changes/improvements, as well as research practices in other states and maintain expertise in national best practices related to programs for individuals with I/DD.
- Facilitate and maintain contact with stakeholder groups, including the facilitation of regularly scheduled meetings.
- Conduct presentations and training.
- Other special projects as assigned.

Minimum Qualifications:

Education and Experience:

- Graduation from an accredited college or university with a bachelor's degree and experience equivalent to five years of professional level experience.
- Experience interpreting policy or procedural provisions for a TennCare, Medicaid, or other related health insurance organization is preferred.
- Experience with program management and/or grant management
- Excellent written and oral communication skills

Special Requirements:

- Passion and commitment to supporting people with I/DD, person-centered practices, and integrated employment and community living
- Experience in contract management
- Experience working in or with Medicaid or disability related programs
- Strong work ethic and self-motivated with ability to work well on a team
- Organizational skills necessary, including the ability to prioritize, multi-task and manage workload to meet specific timeframes and deadlines
- Ability to adapt to changing priorities and deadlines

Qualified candidates should send their resume to Shannon.nehus@tn.gov

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.

